**UNIVERSITY OF KELANIYA, FACULTY OF MEDICINE**

**SHORT TERM TRAINING GRANTS**

**Preamble**

In 2013, the Faculty of Medicine introduced a scheme for award of Travel Grants to academic staff for presentation of research output at international conferences and symposia. The financial allocation was 5% of the Faculty’s income from fee-paying MBBS students, earned during the previous calendar year. In 2015, the Research Council of the University of Kelaniya introduced a similar scheme and subsequently in 2016, the medical faculty allocation for research travel grants was not fully utilized.

The Faculty of Medicine, University of Kelaniya now proposes to extend the purposes for which the said allocation of 5% may be utilized, to include support for academic staff who wish to undergo **short (4 weeks or less) periods of training overseas in areas of specialization identified in the University Corporate Plan for development in the Faculty of Medicine, but not currently available in Sri Lanka**. Financial support may cover costs of return air fare, course registration, visa fees and / or accommodation.

**Terms and conditions**

1. Funding will be made available, along with the travel grants for research outputs, from the annual allocation of 5% of the Faculty’s income from fee-paying MBBS students, earned during the previous calendar year.
2. Funds will be made available to academic staff who are able to provide strong justification for participating in short training programmes of 4 weeks or less. **Justification for the grant should include reference to the University Corporate Plan, identify new skills to be developed, and highlight non-availability of similar training opportunities in Sri Lanka**.
3. Selection of staff to be supported in this manner will be on a first-come, first-served basis, together with research travel grant applications, after public announcement of the total sum available for grants at the January meeting of the Faculty Management Committee each year.
4. Applications should be prepared using the form shown in Annex 1, and sent to the Dean through the Head of Department.
5. Applications will be tabled for approval at the meetings of the Management Committee of the Faculty of Medicine.
6. An individual staff member will be awarded **not more than Rs 300,000.00** on any one occasion.
7. **Not more than two training grants will be awarded in a given year**.
8. Only academic and administrative staff of the permanent cadre will be eligible for these awards. Priority will be given to probationary lecturers and senior lecturers within 5 years of award of PhD or MD.
9. Each selected staff member will be given 80% of the value of the award on selection for the travel grant. The remaining 20% will be paid on submission of a short report and statement of accounts, after attending the training programme.
10. The report should be submitted within 2 weeks of returning from the meeting.
11. Once a Medical Faculty Travel Grant or a Training Grant has been awarded to an individual staff member, such an individual is not eligible for another award until at least two years have lapsed from the date of first award.

**ANNEX 1. FORMAT OF APPLICATION FOR MEDICAL FACULTY TRAINING GRANT**

1. Name of academic staff member: ……..……………………………………………………………………….

2. Department: ………………………………………………………

3. Title of training programme to be attended:

………………………………………………………………………………………………………………………………..

4. Venue and dates of training:

……………………………………………………………………………………………………………………………………

5. Justification (include reference to University Corporate Plan, identify new skills to be developed, and highlight non-availability of similar training opportunities in Sri Lanka):

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6. Estimated expenses:

Airfare Rs ……………………….. US$ ……………………..

Course registration fee Rs ……………………….. US$ ……………………..

Accommodation allowance Rs ……………………….. US$ ……………………..

Incidental allowance Rs ……………………….. US$ ……………………..

7. Total amount requested: Rs ………………………… US$ ……………………..

1 US$ = Rs ………….. as on ……………….. (date)

8. Has the applicant previously received a travel or training grant from the Faculty of Medicine, University of Kelaniya?

If so, state year of last award ..……………………; amount awarded: Rs ………………………..

I declare that the above information is true and correct.

………………………………………. ……………………

Signature of applicant Date

Observations of the Head of Department:

…………………………………….. ……………………

Signature of Head Date